

Instructions for filling out the General Permit online enrollment form

Before getting started

1. Make sure you assemble the following information: a) the assessor's parcel number for each parcel enrolled; b) the contact information for the "Operator/Responsible Party" (e.g., the vineyard manager); c) the contact information for the property owner(s); and d) the total property acreage (enrolled) and the planted vineyard acreage enrolled. Note: the total property acreage is defined by the total land area of the parcels enrolled.
2. You will find definitions for Operation, Operator/Responsible Party, Farm Plan, other terms used in the form, at the top of both pages of the enrollment form.
3. Please note that the form is structured to make it is possible for a vineyard owner or manager to enter the information for multiple properties that they own or manage, all on the same form.

Filling out the form for a single vineyard property

1. Connect to the internet and go to <https://geotracker.waterboards.ca.gov/enoi/defaultreg2beta.asp>
2. At the webpage, **Click on the check-mark** and select "Region 2 – San Francisco Bay"
3. **After you fill out Section I, go to Section II** and click on the text in blue "**ADD VINEYARD**", which will then move you to the second page of the form (that you also need to fill in) before completing enrollment.
4. **In Section III** of the form, there is a question "Is the vineyard planted? This question is included because new/proposed vineyards are required to enroll one-year prior to expected date of planting. If you answer no (because you are enrolling a new/proposed vineyard), a date box will appear. Note: it is not necessary to provide an exact date, please do try though to provide the month and year that you expect planting to occur.
5. **In Section V**, it asks for a "Vineyard Property Contact." Please enter the name and contact information for the person who should receive correspondence or notices related to the permit.
6. **In Section VI**, you can enter the property address (if there is one) or mark the location of the vineyard on the interactive map. **In Section VII**, there is also is the option to upload a property map.
7. **In Section VIII**, "Acres of Vineyard Property" corresponds to the total area of the parcels enrolled. "Acres Currently Planted in Grapevines" corresponds to the total vineyard acreage enrolled, defined by the perimeter of the planted area (i.e., rows + inter-rows). For example, if you enroll two parcels, one a 60-acre parcel with 10-acres planted, and the second a 40-acre parcel with 25-acres planted, you would fill in 100 acres for "Acres of Vineyard Property" and 35 acres for "Acres Currently Planted in Grapevines."
8. **In Section VIII**, you also are prompted to indicate whether you think you qualify for Tier 1, only answer yes if you have consulted a Third-Party Program to conclude that you could qualify by December 15 of this year.
9. At the bottom of the page, press **Add this Vineyard Property.**
10. This should return you to the first page of the form, where you then fill in your name (the person who is submitting the information), click the "I am not a robot" button, and then click the "submit and print" button.

Enrolling Multiple Vineyard Properties

11. After filling out the information for the first vineyard property and pressing **Add this vineyard property**, you'll be directed back to the first page of the form. To add the next vineyard go to Section II, and click-on **Add Vineyard**. Then walk through steps 3-8 again, as described immediately above.
12. Once, you have entered all the vineyard properties, complete step 9 as described above.

After filling out the form

1. You will receive an email from Geotracker@waterboards.ca.gov. Click on the link to verify your email address.
2. Within a few weeks, you should then receive a follow-up email that provides a user name and password for your account in "Geo-tracker." It is the Water Board database, where the information you entered to enroll (and for the information you provide for the annual report) is stored.

Because you need to submit the annual report by December 15, it is useful to follow-up and become familiar with logging in to Geo-tracker. Also, if there are changes to contact information or the acreage enrolled, these changes can be made by logging into your Geo-tracker account.

IRRIGATED LANDS REGULATORY PROGRAM - NOTICE OF INTENT - OPERATION INFO

Operation: The entity that manages one or more Vineyard Properties.

Vineyard Property: a parcel or contiguous parcels under the same ownership, each of which is developed to include a vineyard. As a general matter, each parcel within a vineyard property where 5 acres or more are planted in grapevines is subject to the requirement to enroll.

Operator/Responsible Party: The person or entity authorized by the landowner to implement and maintain management measures, practices, and/or infrastructure to achieve applicable performance standards for discharge.

Farm Plan: A plan documenting natural features, developed areas, and best management practices implemented to achieve applicable performance standards for discharge.

Verified Farm Plan: A Farm Plan is considered "Verified," when an approved Third-Party Program conducts a technical review of the Farm Plan and concludes that upon full implementation the Vineyard Property would achieve applicable performance standards for discharge.

For more information on the General Waste Discharge Requirements for Vineyard Properties click [here](#).

Section I: Intent to Enroll Operation

Name of Operation:

Operator / Responsible Party: Operation Contact Person:

Business Mailing Address: City: State: Zip: ADDRESS IS A RESIDENCE

Phone Number: Fax Number: E-mail Address:

Section II: Vineyard Properties

VINEYARDS ASSOCIATED WITH THIS OPERATION [ADD VINEYARD](#)

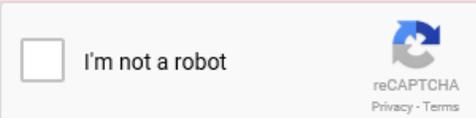
CLICK THE LINK ABOVE TO ADD VINEYARDS TO THIS OPERATION

Certification

I certify under penalty of law that I am an authorized representative of the Operation listed above and that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, I certify that the provisions of the General Waste Discharge Requirements will be complied with.

Submitter Name:

Submittal Date:



After you have provided the required information regarding your operation and vineyard properties you must fill out the reCaptcha to the left and then click the Submit and Print button below to submit the form to the San Francisco Bay Regional Water Quality Control Board. You will then be prompted to electronically sign the document and print it for your records. Additional details are included in the printout.

IRRIGATED LANDS REGULATORY PROGRAM - NOTICE OF INTENT - VINEYARD PROPERTY INFO

NOTE: NAVIGATING AWAY FROM THIS FORM BEFORE CLICKING THE ADD THIS VINEYARD PROPERTY BUTTON MAY CAUSE YOU TO LOSE ALL ENTERED DATA

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For more information on the General Waste Discharge Requirements for Vineyard Properties click here.

Name of Operation:

Vineyard Property Name: [input field]

Section III: Vineyard Status

Is this vineyard planted? YES NO

Section IV: Landowner Information

[ADD ADDITIONAL LANDOWNER](#)

Assessor Parcel #(s): [input fields]

Name of Landowner: [input field] Property Contact Person: [input field]

Mailing Address: [input field] City: [input field] State: [input field] Zip: [input field]

Phone Number: [input field] Fax Number: [input field] E-mail Address: [input field]

Section V: Vineyard Property Contact

[AUTOFILL - SAME AS OPERATOR / RESPONSIBLE PARTY](#)

Vineyard Contact Person: [input field]

Mailing Address: [input field] City: [input field] State: [input field] Zip: [input field]

Phone Number: [input field] Fax Number: [input field] E-mail Address: [input field]

Section VI: Vineyard Location

Type in the Vineyard Property address below and click the button to mark the approximate center of the Vineyard Property. If your Vineyard Property does not have an address, enter a nearby address and drag the marker to your Vineyard Property.

Vineyard Address / Location: [input field] City: [input field] ADDRESS IS A RESIDENCE

Provide Geographic Location of Vineyard

Mark the Vineyard Location on an Interactive Map

Section VII: Map(s)

VINEYARD MAP(S) - OPTIONAL

[UPLOAD VINEYARD MAP\(S\)](#)

NO VINEYARD MAPS HAVE BEEN UPLOADED FOR THIS VINEYARD

Section VIII: Vineyard Characteristics

Acres of the Vineyard Property: [input field] (total area of the parcels enrolled)

Acres Currently Planted in Grapevines: [input field] (area planted)

New / Additional acres that you plan to plant in grapevines within 1 year: [input field]

Do you think that this Vineyard Property qualifies for enrollment under Tier 1? That is, does the property have a verified Farm Plan that has been implemented and which has achieved all applicable performance standards? YES NO

(Please note that in order to qualify for enrollment in Tier 1, you must provide a verification letter - prepared by an approved Third-Party Program - to the Regional Board by December 15.)

Section IX: Group Fee Information - Not Applicable at this Time

Is this Vineyard Property part of a group for the purposes of enrollment? YES NO

Add This Vineyard Property

THANK YOU FOR YOUR SUBMITTAL
YOUR SUBMITTAL ID IS **1167646110**

[CLICK HERE IF YOU NEED TO RE-PRINT OUT YOUR COMPLETED FORM](#)

Thank you for submitting your electronic Notice of Intent (eNOI). Please verify that the data on the printed form matches the data entered on the web form and keep a copy for your records. Your enrollment will not be complete until you respond to the email verification. Once your eNOI has been reviewed and accepted you will receive an email with a temporary username and password for the GeoTracker account associated with your operation.

If you have any questions regarding the electronic NOI or need further assistance,
please contact Water Board staff at RB2-Vineyards@Waterboards.ca.gov